



JOB DESCRIPTION

Position Title: **Team Leader**

Working Area: **Water & Sewer Operations**

Class Code: 5600

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Technical and supervisory work in the operation of water and/or wastewater treatment facilities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Performs daily operation techniques and oversees operations to ensure that the required laboratory analysis for water and/or wastewater treatment facilities are performed. Adjusts process controls where necessary to maintain optimum treatment capabilities.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Assists with the development, administration, and maintenance of inventory control programs for parts, supplies, tools, chemicals, and equipment purchased for use in the collection, treatment, and distribution facilities, including related laboratory supplies. Maintains appropriate records and files as required.

Initiates purchase requisitions and receives purchased materials for operation and maintenance use, delegates' responsibilities to appropriate personnel as necessary. Assures equipment is maintained in proper working order to manufacturer's specifications.

Reviews engineering plans and specifications for system improvements. Participates in the selection of Engineering Consultants and the development of project specific scope of services.

Prepares and submits required monthly reports to Supervisor and Division Manager as required. Assists in the effective planning and organization of daily work activities and supervision and training assigned staff. Provides input into the performance evaluation of assigned personnel.

Performs after hour standby duties and responds to emergency situations as needed.

Performs other duties as assigned or as may be necessary.



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Page 2

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Operations

Minimum Qualifications

High School Diploma or GED and two (2) years' experience in water and/or wastewater operations.

Must possess and maintain an appropriate water/ and/or wastewater "B" Florida Certificate.

Must be able to climb minimum 20 foot vertical ladders and lift heavy objects.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position may work in a water treatment and collection facility or perform fieldwork related to maintenance and repair of water systems. Incumbents may work in all types of weather conditions and work in areas with a high exposure to dust, dirt, fumes, vapors, and noise. This position may have exposure to situations that require wearing self contained breathing apparatus to perform repair work.